

# How to

## Secure Payroll Remittance Advices for Distribution

To ensure the confidentiality of the payroll remittance advices, please review and follow these instructions.

Payroll remittance advices can be either bi-folded or tri-folded as long as the data is on the inside. The important feature is to have the top line of data visible after they have been folded. This allows distribution to the correct employees.

This top line is

**Department:** XXX **PayOrg:** XXXX **MS:** XXXX  
**Name:** Last Name, First Name, Middle Initial

After folding the payroll remittance advices, tape or staple them in a manner where the staple will not interfere with the data.

Department: ABZ PayOrg: 0123 MS: 4567 Name: ZYDIN123F659, JOHN Z

Bi-fold Sample

Department: ABZ PayOrg: 0123 MS: 4567 Name: ZYDIN123F659, JOHN Z

Tri-Fold Sample

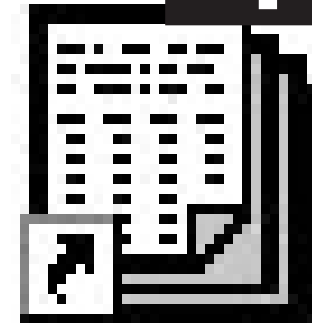
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## Reminder!

Employee payroll information should be protected. Please ensure that report printing is secure.

# How to View & Print Fold



## PAYROLL REMITTANCE ADVICES

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# How to View & Print

## Using DocumentDirect

### STEP 1

Open Document Direct.



DocumentDirect

### STEP 2

Select **Document Explorer** from the **Menu** bar. The Document Explorer window will open.

### STEP 3

From the list on the left panel.

Select the option you normally use to view reports. Click on the **Locate** button.

The **Locate** window opens.

In the **Report ID** box

Type the **Report ID: HPAYADV**

Click on the **Locate** button.

### STEP 4

The **Attach to Server** window opens.

In the **Recipient ID** box

Type your **UAID**.

In the **Password** box

Type your **UAID** password.

Click on the **OK** button.

### STEP 5

**Report ID** is displayed in the left window panel.

Click the plus sign **+** next to the Report ID.

Scroll down to see the version by date.

Click on the plus sign **+** next to the date (most recent Report is at the top).

Scroll down to see the Report Sections.

Double-Click on the **Section ID** you wish to open. (See Figure B for more details)

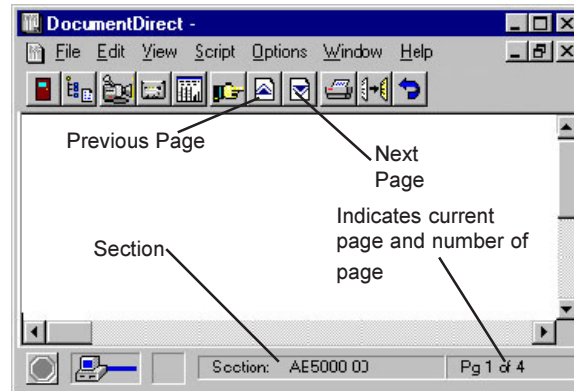


Figure A

### STEP 6

After the report is displayed in the window, you need to change the Font and Font Size for the report to be displayed correctly on the screen.

Click **View** on the **Menu** bar, then select **Font**

The **Font** dialog window opens

In the **Font** box select **Courier New**

In the **Size** box select **8**

Next Click on the **OK** button

**The report is redisplayed with the corrected formatting.**

### STEP 7 PRINTING

● To Print a single payroll remittance advice. Click on the **Previous Page/Next Page** icon located on the **toolbar** menu. Continue to click on it until the **payroll remittance advice you wish to print is displayed** on the screen. Next Click **File** on the **Menu** bar, then select **Print**.

In the **Pages** option list,

Click on **Current Page**,

and then Click on the **OK** button.

● To print all of the payroll remittance advice. Click **File** on the **Menu** bar, then select **Print**.

The default setting is to print the current section

Click on the **OK** button.

**The payroll remittance advices will print at your default laser printer.**

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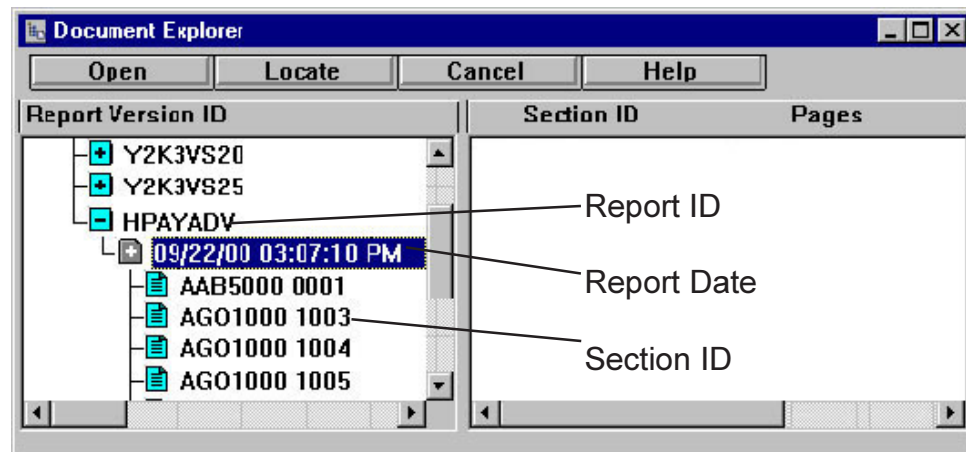


Figure B